

EFFECTIVE

September 1, 2013.

Subject(s)

JJ2 280, Law Enforcement Information Network (LEIN) Checks.

This policy is revised to achieve the following:

- Emphasize that LEIN disclosure violations can result in employee disciplinary sanctions and criminal prosecution/penalties.
- Include DHS Office of Inspector General (OIG)/Michigan State Police requirements that require destruction of LEIN documents using a crosscut shredder and that LEIN documents never be exposed to persons without LEIN access.
- Clarify how verified information is developed from LEIN checks by verification with credible secondary sources. Emphasize the difference in handling requirements between LEIN documents/information and verified information.
- Include guidance on when verified information may be used in service plans, court reports, home studies/evaluations, safety plans, and petitions.
- Provide disclosure and documentation guidance on secondary dissemination of LEIN information when LEIN information is provided in special limited cases outside the original requesting agency to an appropriately LEIN-authorized person.
- Add requirements for the initial and recurring security awareness training of staff who have LEIN duties.

Training Element: Job Aid.

Reason: Policy clarification.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[JJ2 280](#)